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 உள்ளக, உள்நாட்டலுவல்கள், மாகாண சபை மற்றும் உள்ளூராட்சிகள் அமைச்சு
 Ministry of Internal and Home Affairs and Provincial Councils and Local Government

ස්වදේශ කටයුතු අංශය
 (ලේකම් කාර්යාලය)

உள்நாட்டலுவல்கள் பிரிவு
 (செயலாளர் ஆலுவலகம்)

Home Affairs division
 (Secretary's Office)

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 எனது இல }
 My No }

සංවර්ධන-2019

ඔබේ අංකය }
 உமது இல }
 Your No }

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 திகதி }
 Date }

13.02.2019

Home Affairs Circular-4/2019

To All District Secretaries/
 Divisional Secretaries,

Holding District Coordinating Committee and Divisional Coordinating Committee Meetings

District Coordinating Committee at district level and Divisional Coordinating Committee at divisional level, is the principal committee responsible for the coordination and supervision of all the development projects implemented within the respective area. Action will be taken to appoint a Senior Cabinet Minister as the Chairperson and a Senior Member of Parliament representing the Government as the Vice-Chairperson of the District Coordinating Committee, and to appoint a Member of Parliament representing the Government as the Chairperson and a Member of Provincial Council representing the Government as the Vice-Chairperson of the Divisional Coordinating Committee. Accordingly, in order to implement the development activities with proper coordination, in more appropriate manner and also with the participation of relevant parties, all the committees are hereby informed to take the following course of action.

1. All the development activities carried out within the divisional secretariat division should be discussed at Divisional Coordinating Committees while all the development activities carried out within the administrative district should be discussed at District Coordinating Committees and accordingly all the activities should be implemented with general concurrence.
2. Issues related to the divisional secretariat division should be discussed at Divisional Coordinating Committees and only the matters that cannot be decided upon at such committees should be submitted to District Coordinating Committees for suitable solutions. If any matter which has not been discussed at the Divisional Coordination Committee is submitted to the District Coordinating Committee for discussion, such matter should be forwarded back to the Divisional Coordinating Committee.

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 மாகாண சபை மற்றும் உள்ளூராட்சிகள் பிரிவு
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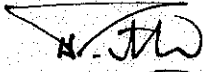
3. The decisions supposed to be taken by the Divisional Coordinating Committees should not be taken by the District Coordinating Committee. If there are any issues reported by Divisional Coordinating Committees as issues not resolved, such issues should be discussed and resolved at the District Coordinating Committee. Similarly, when there is a common issue that may affect number of divisional secretariat divisions or with respect to an urgent matter with special significance, in case of emergency or special occasions, the District Coordinating Committee, may even act without approval of the Divisional Coordinating Committee.
4. When preparing the agenda for the District Coordinating Committee by the District Secretary, the above mentioned facts should be taken into account. The subject areas without approval of the Divisional Coordinating Committee (Except the occasions specified under Para 3 above) should not be included in the agenda of District Coordinating Committee.
5. Before implementing some of the decisions taken on development activities at a Divisional Coordinating Committee or a District Coordinating Committee, the consent of the relevant line Ministry, Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development, Vocational Training and Skills Development and Youth Affairs and the Ministry of Internal and Home Affairs and Provincial Councils and Local Government should be obtained.
6. Matters relevant to Divisional Coordinating Committee should not be carried out by the District Coordinating Committee while the matters relevant to District Coordinating Committee should not be carried out by the Divisional Coordinating Committee. If there is any doubtful or unclear situation with regard to responsibility, the relevant Divisional Secretary or the District Secretary shall consult the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government for necessary instructions in advance.
7. After the dates for Divisional or District Coordinating Committees are finalized on the calendar, unless it is a national reason, the fixed dates shall not be altered and although it is difficult for certain representatives to attend the meeting, the committee shall have the authority of convening the meetings and taking action accordingly. At a time when the Chairperson or the Vice-Chairperson fails to attend a committee meeting, the proceedings of the meeting should be continued by adopting a proposal for a temporary Chairperson. Accordingly, the proceedings of a meeting held in such manner shall be equally valid as the proceedings of the meeting chaired by the Chairperson.

8. When deciding on dates for Divisional Coordinating Committees or District Coordinating Committees it should be done in a way that such dates would not coincide with the parliamentary or provincial council sitting days or on Wednesday which is the Public Day.
9. Following the Divisional or District Coordinating Committee meetings, the minutes of the relevant meeting should be distributed amongst all the institutions within 05 working days. Similarly, on every occasion, the copies of the said minutes should be submitted to the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government.
10. The suggestions forwarded to the Divisional or District Coordinating Committee should be received three (03) weeks prior to the scheduled date of the meeting. Such suggestions should be referred to the relevant institutions for their answers and their answers should be forwarded to the parties concerned with the suggestion, in advance. If the relevant parties are not satisfied with such answers, the relevant matters could be yet again subjected to discussion within the agenda.
11. If issues with respect to decision making arise amongst the Parliamentary Members and the public representatives or government officials, such issues should be referred to a sub committee appointed by the District Coordinating Committee and a report should be obtained accordingly. Such report can be discussed at the District Coordinating Committee.
12. Inclusion of amendments to the matters specified in this circular in accordance with the rules and orders instituted by the government from time to time, will be duly notified to you.
13. If any guidelines or circulars are issued by the Government in this regard, it is the responsibility of the Divisional Secretary and the District Secretary to provide copies of such documents to all the coordinating committee members.
14. If there is any complaint made against a Government officer representing the District Coordinating Committee or Divisional Coordinating Committee, it should not be discussed in public at the meeting and such complaint should be referred to a committee comprising District Secretary/Government Agent or the Divisional Secretary as the case may be, and having discussed the same before the proceedings of the meeting start and a decision should be made after taking it up with the Chairperson and the necessary representatives. It should be duly reported to the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government with a copy to the Secretary, Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development, Vocational Training and Skills Development and Youth Affairs.

15. With respect to the matters of national interest taking place within the district, no any action should be taken without approval of the government. It is the responsibility of the District Secretary to submit all such matters to the Secretary, Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development, Vocational Training and Skills Development and Youth Affairs, and the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government via a complete report and obtain the approval accordingly.
16. Only the essential and urgent matters that affect the general public shall be discussed outside the agenda of the District or Divisional Coordinating Committee. Before taking up such matter for discussion, it should be approved by Chairperson and the Divisional Secretary/ District Secretary.
17. It is compulsory for the key officials to remain until the proceedings of the meeting end.
18. Every Divisional or District Coordinating Committee should be started at the stipulated time. The responsibility of holding the meeting at the stipulated time lies with the Divisional Secretary or the District Secretary. The proceedings of the meeting should be limited to a maximum of 2 ½ -3 hours (except in an emergency situation in the area) so that it will not interfere with urgent duty functions of the heads of institutions.
19. Taking into account the specific requirements of each divisional secretariat division and the district, the chairpersons of subcommittees have been appointed by the Chairpersons of the Coordinating Committees. The Chairpersons appointed at divisional secretariat level shall be *Ex officio members* of the District Coordinating Committee as well and as such, they all should participate in District Coordinating Committee meetings.
20. If Public officers outside the division for Divisional Coordinating Committee meetings or outside the district for District Coordinating Committee meetings are summoned and are required to leave the meeting at some point where their activities at the meeting have been concluded, after inquiring the committee whether there are any pending issues with regard to the said institution and upon confirmation of the committee that no such pending issues remain, they may be permitted to leave the meeting.
21. For each meeting, the representatives of the political authority or the public officials should be either in the national dress or their official dress that would suit the occasion.

22. Upon recommendation of the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government, a representative from the Ministry shall be appointed to the Divisional Coordinating Committee or District Coordinating Committee.
23. For the purpose of assisting the decision making process with regard to any issue, various individuals shall not be summoned for the Divisional Coordinating Committee or the District Coordinating Committee. If such views or ideas are required, they should be called few days in advance for their views or ideas and the same should be communicated in writing to the Divisional Secretary or District Secretary.
24. Although, the Chairman and the District Secretary have the authority to summon any person on a special occasion, regardless of irrelevance to the committee meeting, such invitation should be limited only to the said meeting and the participation of unfitting and unrelated representatives should be avoided.
25. If the Media need to report the proceedings of the meetings then a separate media conference may be held at the end of the District/Divisional Coordinating Committee meeting by the Chairpersons and the public representatives.
26. The responsibility of keeping all the reports in written or in recorded form lies with the relevant Divisional Secretary or the District Secretary. Media division or any other responsible division of the relevant institutions shall submit those reports to the Department of National Archives.
27. If there are any unresolved issues of the political representatives of the province/region, necessary steps should be taken to forward them to a committee chaired by a Minister of the district to get them resolved.
28. Since Divisional and District Coordinating Committees are the major committees which discuss the development initiatives, necessary arrangements should be made for an officer with decision making authority from every Ministry/Department to participate in these meetings. At the same time, the relevant officer should be duly informed of the necessity to be prepared for the meeting in advance.
29. Although, no any special reference is made by the Divisional Secretary or District Secretary regarding the officers who have failed to attend the meeting, if it appears, according to the meeting minutes that the respective officer/officers have not participated in the meeting, immediate action should be taken by the relevant Ministries/Departments to rectify that situation.

30. If any Hon. National List Member of Parliament has allocated funds for the development activities of a certain divisional secretariat, he or his representative shall participate in the coordinating committee meeting of the said division/district. If a representative of the Hon. Member is attending the meeting, he shall not express his views with respect to any matter other than the matter for which the funds have been allocated by them.



H.T. Kamal Pathmasiri

Secretary

Ministry of Internal and Home Affairs and
Provincial Councils and Local Government

Copies: -

01. All Hon. Members of Parliament
02. All Hon. Members of Provincial Councils
03. All Chairpersons of District and Divisional Coordinating Committees
04. Secretary to the President, Presidential Secretariat
05. Secretary to the Prime Minister, Prime Minister's office
06. All Ministry Secretaries- To notify all Heads of Departments
07. All Chief Secretaries- To notify all Provincial Council Head of Departments
08. All Provincial Council Ministry Secretaries
09. Director General, Department State Accounts, General Treasury
10. Director General, Department of National Budget, General Treasury
11. Director General, Department of National Planning, General Treasury
12. Auditor General
13. Secretaries to all Local Government Institutions